

**U.S. Department of the Interior – Office of the Secretary**

# Meeting Proposal Information Form

\*Please complete this form and send to [scheduling\\_sio@ios.doi.gov](mailto:scheduling_sio@ios.doi.gov)

To ensure that the appropriate individual within the Department of the Interior is meeting with you on a given matter and because the Office of the Secretary is committed to maintaining the highest ethical standards, we request that you answer the following questions before we will agree to schedule a meeting.<sup>1</sup> Therefore, please provide your request in writing and answer the following questions either on this sheet or a separate one.

**Describe the action you are seeking by the Office of the Secretary:**

**Meeting date:**

**Meeting location:**

**Contact information (Name, Email, Phone):**

**With which Bureau or Agency does your agenda most align? (Please list all, if more than one.)**

**Please indicate whether the matter related to the request involves:**

- ☐ a) Specific parties, such as a particular litigation matter, a specific permit decision, or a contract;
- ☐ b) A discrete and identifiable class of persons, such as a regulation or legislation that applies to a specific industry; or
- ☐ c) A broad and diverse range of persons, such as a resource management plan or broad legislation?

**If you answered “a)” above:**

- Please identify the specific parties if possible:
  
- If the specific parties are identified, are you aware that any party is represented by Brownstein Hyatt Farber Schreck, LLP in this particular matter?
 

☐ Yes      ☐ No
  
- If yes, please identify any such specific party:

<sup>1</sup>Per the Administration Ethics Pledge, the Acting Secretary agreed that he will not for a period of two years from the date of his appointment participate in any particular matter involving specific parties in which a former employer or client of his is or represents a party, if he served that former employer or client during the two years prior to his appointment, absent a waiver under Section 3 of Executive Order No. 13770. This includes recusal from any meeting or other communication with such a former employer or client unless (1) there are five or more different stakeholders present and (2) no particular matters involving specific parties are discussed.

**Please explain the time sensitivity of the request, if any, including what is driving the timing of the request, such as court-ordered or statutory deadline:**

**If the requested action involves the interpretation or application of a particular policy, regulation, or statute, please provide the underlying text along with any briefing material sufficiently in advance of any meeting so that it can be reviewed before the meeting.**

**Expected meeting participants (name, title, and organization):**

**If the Acting Secretary is unable to meet, is a surrogate desired? If yes, who specifically?**